

**STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT**

'12 FEB -6 P2:07

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: State Parks - Kauai

Name of Requesting Department

Pursuant to HRS § 103D-307 and HAR chapter 3-122, Subchapter 10, the Department requests approval for the following:

1. Date or period of Emergency: 9/30/11-10/1/11

2. After-the-Fact: ☒ Yes ☐ No

3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety.

The main water supply line going to Polihale State Park broke and water was flowing underground. No water was available throughout the entire park. A crew was mobilized on 9/30/11 to assess the the problem. They were able to shut the water off so that we were now pumping water from our supply tank into the groud. They found the leak and began repairs until sundown, returning in the morning to complete the work. Water was back on later that day. This work occured on a weekend when there is very high usage of Polihale State Park.

4. Vendor/Contractor/Service Provider Name:

Aqua Engineers

5. Amount of Request:

\$ 7314.47

6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.

4 mechanics with backhoe to find, dig up, repair, and rebury the broke water main. This was necessary to keep the toilets working at very high use state park during peak use on a weekend.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.

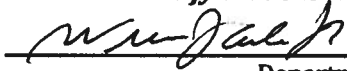
Aqua Engineers was selected as they are familiar with the water system and could respond immediately.

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) appropriate written delegated procurement authority; 2) completed mandatory training; and 3) who SPO may contact for follow up inquiry, if any.

(Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	E-mail Address
AnaStasia Lytle	State Parks	808-274-3447	

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided is to the best of my knowledge, true and correct.**



Department Head Signature

2/1/12

Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

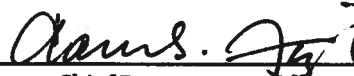
Effective immediately and as appropriate, the department shall invite all prospective contractors to site visitations and allow open competition regardless of the dollar amount for emergency procurements. When applicable, the department shall provide justification if it is unable to obtain competitive price quotations. Documentation of price quotations shall be provided to the SPO when submitting any form SPO-002, *Emergency Procurement*.

Approval is granted based on the department's determination that the repair of the leak required immediate attention due to potential hazard and threat to public safety and health. This award is required to be posted on the Awards Reporting System. If there are any questions, please contact Donn Tsuruda-Kashiwabara at 586-0565 or donna.tsuruda-kashiwabara@hawaii.gov.

☒ Approved

☐ Disapproved

☐ No Action Required



Chief Procurement Officer Signature

2/19/2012

Date